

**CITY OF LYNNWOOD  
HUMAN SERVICES COMMISSION MINUTES  
February 2, 2017 Meeting**

**Call to Order**

The meeting was called to order by Chair Reitan at 6:30 p.m.

**Roll Call**

<b>Commissioners Present:</b>	<b>Others Present:</b>
Michelle Reitan (Chair)	Chanda Emery, Sr. Planner
Kathy Coffey (Vice Chair)	Mary-Anne Grafton, Senior Center Supervisor
Pam Hurst	Sgt. Cole Langdon, Comm. Health/Safety
Peter Schmidt	Shannon Gaule, YWCA
Sandi Farkas	
Mary Anne Dillon	<b>Council Liaison Shirley Sutton</b>
<b>Commissioners Absent:</b>	
Julio Cortes	

**Approval of Minutes**

**1. Approval of minutes of the January 5, 2017 Meeting**

**Motion** made by Commissioner Coffey, seconded by Commissioner Farkas, to approve the January 5, 2017 Human Services Commission minutes as presented. **Motion** passed unanimously (6-0).

**Petitions and Communications**

None

**Staff and Commission Reports**

None

**Discussion**

**1. Human Services RFP**

Commissioner Farkas suggested that where the form asks for last year's budget, this should actually be financial statements. She also suggested that a financial review could be substituted for a financial audit since some organizations don't

1 do formal audits. Commissioner Dillon explained that in her situation providing a  
2 financial statement/profit and loss statement just for her portion of the  
3 organization would be very difficult. Commissioner Schmidt asked about the  
4 purpose of having a financial statement as a requirement. Commissioner Farkas  
5 replied it would help the Commission to see the sustainability of the applicant and  
6 to see if the 2017 budget is realistic compared to last year's actuals. Chair Reitan  
7 commented that Neighbors in Need would have to come in under Trinity  
8 Lutheran's 501c3. She wasn't sure if they have had a formal audit of their own.  
9 Commissioner Farkas commented that they were just basically requesting  
10 financial statements from last year, and internally created statements would be  
11 fine.

12  
13 Commissioner Coffey asked if the intent of the word "leveraging" was clear  
14 enough. There was consensus to clarify this to refer to how the applicant would  
15 make the grant money go further by using other resources.

16  
17 Chair Reitan asked if they are only looking at funding agencies that are in the  
18 City of Lynnwood or if they are also looking at outside agencies that serve  
19 Lynnwood. It was noted that many agencies outside the city provide services  
20 inside Lynnwood. There was consensus to remove the verbiage requiring a City  
21 of Lynnwood business license.

22  
23 Commissioner Dillon suggested removing number 7 which stated that no public  
24 funds shall be used for lobbying because a certain portion of funds are legally  
25 allowed to be used. There was consensus to clarify this to say that the grant  
26 funds received would not be used for lobbying.

27  
28 There was some discussion about whether they should grant all of the available  
29 funds to one organization or whether they should split it up. Commissioner  
30 Farkas commented that if they want to serve different needs they would need to  
31 split it up to \$5,000-\$25,000 per applicant as previously discussed.  
32 Commissioner Dillon commented that if they get one really great application that  
33 has a lot of great partners, it might make sense to give it all to one applicant.  
34 Commissioner Hurst wondered if it was worthwhile to even have a \$5,000 option.  
35 Commissioners Dillon and Coffey indicated that they thought it was. There was  
36 consensus to have a minimum of \$5,000 and a maximum of \$75,000 to allow  
37 flexibility and creativity. Commissioner Dillon commented that it is important to  
38 show that people are actually seeking these funds. She noted that \$75,000 does  
39 not begin to meet the need that exists in the community.

40  
41 Chair Reitan suggested putting information about this on the City's Facebook  
42 page, *My Lynnwood News*, and *Inside Lynnwood*. Council Liaison Sutton  
43 suggested that they let the City's communications specialist, Julie Moore, handle  
44 this because she has a lot more experience and connections.

1 Commissioner Dillon asked to remove the requirement for the board president's  
2 signature. There was agreement to do so.

3  
4 Commissioner Farkas referred to page 4, Program Description, which asks how  
5 and when the services will be provided and suggested that "where" also be  
6 included.

7  
8 Senior Planner Emery asked if the verbiage about measurable outcomes was  
9 clear. Commissioner Coffey suggested asking about program impact and how  
10 they measure success. Commissioner Schmidt suggested asking about changes  
11 that would come about as a result of the proposed program.

12  
13 Commissioner Farkas referred to page 5 relating to Cultural Competency and  
14 suggested having language about how they would accommodate people with  
15 disabilities.

16  
17 Chair Reitan referred to page 7, question 1 which asks about experience the  
18 agency has and asked about the meaning of the phrase in the parentheses.  
19 There was consensus to remove that phrase and add something to the effect of,  
20 "in providing the proposed service."

21  
22 Commissioner Coffey referred to the page 5, number 3, under the Capacity. She  
23 noted that usually the only time you have someone established as your fiscal  
24 agent is if you haven't yet got your own 501c3. If that was the case, then they  
25 wouldn't qualify anyway. There was consensus to strike the last sentence in that  
26 section.

27  
28 There was discussion about how to have applicants show the full project budget  
29 versus the grant-related budget. There was consensus to simplify that portion of  
30 the draft form using the Tulalip form as a model.

31  
32 Commissioner Coffey referred to number 5 and stated she wasn't comfortable  
33 asking for racial and ethnic affiliations of board members. There was consensus  
34 to delete that verbiage and just request that the applicant include the roster of the  
35 current board and their community or corporate affiliation. She also requested  
36 removing the request for minutes.

37  
38 Council Liaison Sutton recommended that they check with Purchasing to make  
39 sure that the proposed RFP and process meets the City's requirements for  
40 RFPs. There was consensus to have the applications due 30 days after the RFP  
41 is posted and to hold an extra meeting in March to discuss the grant applications  
42 that are received.

1     Rating Tools

2  
3     The Commission discussed how to rate the applications. There appeared to be  
4     consensus to use Federal Way's example as a model and adjust it to fit the goals  
5     of the Commission with a weighting of: Need – 45, Outcomes – 40, and Program  
6     Budget – 15. Commissioner Schmidt agreed to meet with Chair Reitan to finalize  
7     the RFP rating tool.  
8  
9

10    2.     Cold Weather Shelter

11  
12    Chair Reitan explained that the Cold Weather Shelter is housed at the Edmonds  
13    Senior Center which is in the middle of a capital campaign. Next winter will be the  
14    last time the Cold Weather Shelter will be able to use that building because it will  
15    be torn down. She recommended that the Commission start thinking about other  
16    places that could house the Cold Weather Shelter. It was noted that questions  
17    about details about the shelter's needs would need to be addressed to Sue and  
18    Mark Walden who run the shelter.  
19

20    **Old Business**

21  
22    1.     Update from HSC Subcommittee re: United Way Poverty Simulation

23  
24    Commissioner Dillon stated that she, Commissioner Coffey, Commissioner  
25    Cortes, and Senior Planner Emery met to discuss the poverty simulation. They  
26    had discussed holding the event either on March 31 or April 7, but needed to  
27    check on availability with Trinity Lutheran. They also discussed ways to get the  
28    word out about the event to participants.  
29

30    Sgt. Cole Langdon suggested having someone talk about this event at the  
31    upcoming "Cops and Clergy" event at the Lynnwood Convention Center on  
32    February 8 once the date is confirmed. Council Liaison Sutton stated she would  
33    try to attend the Cops and Clergy event. Commissioner Hurst indicated she also  
34    was interested in attending. Chair Reitan stated she would contact Trinity to find  
35    out if the space is available on March 31 for the poverty simulation.  
36

37    **New Business**

38  
39    Sgt. Langdon stated that members of Police Department and other city staff  
40    would be at the local mosque tomorrow to provide support to them during their  
41    prayer time. Chair Reitan stated that members of Trinity Lutheran are also going  
42    during the prayer time.  
43

44    **Council Liaison Report**

45  
46    Council Liaison Sutton had the following comments:

- She participated in the Point in Time count last week which was very revealing to her. She commented on some of the situations she encountered which caused her to renew her commitment to helping the homeless. She discussed some of Council's recent discussions on this topic and the new shelter at Good Shepherd Church for five homeless community college students. She expressed hope that other churches will also get involved.
- She expressed appreciation to the Commission for their work and their compassion for the vulnerable in the community.
- She encouraged the Commission not to reinvent the wheel.

#### **Director's Report**

None

#### **Adjournment**

The meeting was adjourned at 8:00 p.m.

A handwritten signature in black ink, appearing to read "Michelle Reitan", followed by a long horizontal line extending to the right.

Michelle Reitan, Chair